

CSC Adopted: October 2001 CSC Revised: _____**Class Title: Health & Fitness Facilitator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages, organizes and coordinates the department's fitness program. Conducts annual fitness assessments to evaluate fitness levels. Counsels employees and conducts training on wellness topics. Maintains confidential records and coordinates fitness activities with many individuals.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Evaluates each employee's level of fitness by taking vital signs, using fitness testing equipment to measure body composition, cardiovascular fitness, strength, endurance, and flexibility, and coordinating annual physicals with the medical provider.
2	L	Counsels employees on fitness by evaluating risk factors for cardiovascular disease, scoring and comparing each employee's fitness level against population norms, creating individual exercise programs, and teaching classes about nutrition, strength, and cardiovascular training.
3	S	Performs administrative duties by creating individual files for employees, inputting data into a database, maintaining physician clearance forms, and performing statistical analysis on data.
4	S	Interacts with individuals by coordinating activities among the department chiefs, medical doctor, wellness coordinator, and others, and acting as chair on the Fire and Paramedical Wellness Team.

CSC Adopted: October 2001 CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	One years experience in health, fitness, and wellness.
Certifications and Other Requirements	Valid Driver's License, Certified Personal Trainer, CPR Certification
Reading	Work requires the ability to read reference books, journals, articles, letters, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, news articles, memorandum, and general correspondence.
Managerial	Managerial responsibilities include record keeping, facility assessment, preparing budget documents, and directing employees on occasion.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Conducting assessments, teaching, filing
Sitting	F	Counseling, computer, desk work
Walking	F	Conducting assessments, teaching, counseling
Lifting	F	Spot clients on weight equipment, equipment
Carrying	O	Assessment and exercise equipment
Pushing/Pulling	O	Assessment and exercise equipment
Reaching	O	Filing in cabinets
Handling	F	Assessment and exercise equipment, records, files
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	F	Conducting fitness assessments
Crouching	O	Assisting clients with weights
Crawling	N	
Bending	F	Conducting fitness assessments
Twisting	F	Instructing clients on specific exercises
Climbing	R	Stairs, ladders
Balancing	R	Stairs, ladders
Vision	C	Observing and assessing client, computer, writing, reading
Hearing	C	Clients, supervisor, physicians, coordinators, fire chiefs, representatives, EMS chiefs, training classes
Talking	F	Clients, supervisor, physicians, coordinators, fire chiefs, representatives, EMS chiefs, training classes
Foot Controls	R	Driving
Other (specify)	N	

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Sphygmomanometer, stethoscope, pulse monitor, skin fold calipers, stationary bike, treadmill, grip meter, barbell and bench, sit and reach box, computer, standard Microsoft Windows and Office software, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	M	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Physical fitness assessment center

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)